

*Office of the Clerk*  
**United States District Court**  
*Northern District of California*

*CJA Unit*  
450 Golden Gate Ave., 16<sup>th</sup> Floor  
San Francisco, CA 94102

*Main Line 415-522-2870*  
*Fax Line 415-522-4086*



**CJA Ex Parte Travel Request and Order**  
**Information**

Approval must be obtained prior to travel.

- Download and print the Travel Request and Order from the court's website [www.cand.uscourts.gov](http://www.cand.uscourts.gov) under the CJA/Travel Information/Travel Request & Order button.
- Contact National Travel Service (NTS) at 1-800-445-0668 to reserve your airline ticket at the government rate. National Travel Service will give you the cost that you should fill in on the Travel Request and Order form under Airline Fare. *If NTS is not used to obtain your airline ticket, reimbursement is limited to the authorized government rate.*
- You can also obtain car rental reservations through the National Travel Service. National Travel Service will give you the cost that you should fill in on the Travel Request and Order form under Rental Car/Daily Rate.
- To obtain the per diem rate for a certain destination for daily lodging and meals please visit the court's website [www.cand.uscourts.gov](http://www.cand.uscourts.gov) under the CJA/Travel Information/Government Per Diem Rates button. (Click on the map for your travel destination. If neither the city nor the county are listed on the per diem listing, it is considered a standard CONUS destination and the daily per diem rate will be \$86.00.) The per diem rate should be filled in on the Travel Request and Order form under Per Diem Rate for Destination along with the number of days.
- Complete the Travel Request and Order form with all other information and fax it to the CJA Unit for processing to obtain approval. Our **fax** number is (415)522-4086.
- Once the Travel Request and Order is approved, the CJA Unit will fax the order and additional information to the CJA Attorney. The CJA Unit will also fax the approved order to the National Travel Service. Once you receive the approved order, you should contact the National Travel Service to finalize your travel arrangements.
- For foreign travel rates, contact the CJA Unit for assistance.